




United States  
Department of  
Agriculture

Farm and  
Foreign  
Agricultural  
Services

Foreign  
Agricultural  
Service

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TO: Foreign Agricultural Service Employees

FROM: Suzanne Hale  MAR 10 2009  
Acting Administrator

SUBJECT: **Civil Rights and Equal Employment Opportunity Policy Statement**

FAS is proud to be an equal opportunity employer and provider. As the lead Agency for international affairs, I strongly support our Agency's dedication to civil rights and to creating an environment that embraces diversity, inclusion and fairness.

As we work to fulfill our mission of linking U.S. agriculture to the world, it is the policy of the Foreign Agricultural Service (FAS) to continue to provide equal opportunity employment to all employees and employment applicants, regardless of race, color, age, religion, gender, ethnicity, veteran status, disability, sexual orientation or identification, political ideology, or marital or family status. This policy relates to all employment decisions.

FAS will provide a work environment for its employees that is free of discrimination and that promotes equal employment opportunities and equitable treatment. Our Agency will not tolerate any form of harassment or retaliation. Equally important is the civil rights requirement of this Agency to ensure that no person is subjected to prohibited discrimination in Federally Assisted and Federally Conducted programs and services. Any applicant for or participant in programs and/or activities sponsored by FAS will be treated in a fair and non-discriminatory manner. FAS program managers and providers are to ensure that if discrimination occurs, prompt and appropriate action is taken to identify these conditions and to completely eliminate such biased factors from any and all FAS programs and services.

All of us – employees, managers and supervisors – share the responsibility to ensure that each individual is treated with dignity and respect. Any employee who feels that his or her rights have been violated under this policy should inform his or her immediate supervisor and/or the FAS Office of Civil Rights.

I know that all FAS employees will do their part to ensure the success of these guiding principles.